

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3241 **TITLE:** ASSISTANT DIRECTOR OF COURT SERVICES
GRADE: S-33

DEFINITION:

Under supervision, to assist in planning and directing the activities of the supporting services Court personnel; and to do related work as required.

TYPICAL TASKS:

Assists in formulating and administering a juvenile and domestic relations program consistent with established purposes of the Court and adapted to meet the current needs and problems of the County;

Assists in planning and coordinating casework programs;

Assists in managing the Court's budgetary and fiscal functions;

Develops and applies program evaluation formula;

Assists in maintaining cooperative relationships with Federal, State and local public and private agencies;

Represents the Director at conferences and meetings;

Studies procedures and operations and recommends improvements;

Prepares regular and special reports and issues news releases.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and the ability to apply the principles of administration, including organization, personnel, budget and management analysis;

Knowledge of the philosophy and provisions of pertinent Federal, State and County public laws and ordinances;

Ability to apply current trends and methods of treatment of delinquency and related problems;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of individuals and public officials.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

A Master's degree in social work or a related field and five years of progressively responsible professional experience.